



PUBLIC WORKS INSPECTOR/CAPITAL PROJECTS

(Open Continuous)

Hourly Base Pay Range

STEP 1	STEP 2	STEP 3	STEP 4	*STEP 5	*STEP 6	*STEP 7
\$28.40	\$29.81	\$31.31	\$32.87	\$34.52	\$36.25	\$38.07

Appointments are typically made at step 1, depending on qualifications. *Advancement to steps 5-7 are based on Training and Certification. For more details, please visit http://www.torranceca.gov/PDF/2014-30_Engineers_and_Fiscal.pdf.

The **Public Works Inspector/Capital Projects** position performs inspections of permitted and city contracted construction capital projects to ensure conformance with plans, specifications, standards, laws and regulations and performs a full range of complex tasks relative to this area of responsibility. This is a skilled journey-level class that requires independence of action, judgment, and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

The City of Torrance is looking to fill two openings for this exciting opportunity. It is unique from that of the Public Works Inspector in that it is primarily responsible for the inspection of Capital Projects, has a greater depth of knowledge and ability regarding construction materials and methods, and greater experience in managing complex capital construction projects.

Special Requirements: This position requires a 5 day/40 hour (5/8) work schedule. Must be willing to travel and be available to respond during off duty hours to coincide with project construction hours.

CANDIDATE PROFILE

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- ◆ Equivalent to graduation from high school, preferably supplemented by vocation/college coursework related to this field and;
- ◆ Three years of responsible experience in engineering/public works inspection.

LICENSE/CERTIFICATION

- ◆ Valid California driver license;
- ◆ Certified Qualified Storm Water Pollution Prevention Plan (SWPPP) Practitioner (QSP) must be obtained within 6-months of hire date.

IDEAL QUALIFICATIONS

In addition to the minimum requirements, the **SUCCESSFUL** candidate will possess the following characteristics:

- ◆ Strong organizational skills and self-motivation.
- ◆ Ability to develop and maintain positive working relationships with management, staff, the public, contractors, utility companies, and public agencies.
- ◆ Prior experience with performing inspection duties on public works projects that include specific duties related to the use of federal and/or state funds.

BENEFITS & PERKS

- ★ Paid Vacation, Sick and Holiday Leave.
- ★ Excellent Family Health, Dental and Vision Plans and life insurance.
- ★ Flex Spending which provides tax-free options for medical, dental and child care expenses.
- ★ Tuition Reimbursement Program.
- ★ Thirteen paid holidays.
- ★ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis.
- ★ Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- ★ Deferred Compensation Plan.

Applicants with disabilities who require special testing arrangements must contact the Human Resources Department prior to the final filing date. As a condition of employment, candidates must pass a background check and pre-employment application.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATION PROCESS

If this opportunity is a fit for your talents, submit an online City application and supplemental questionnaire. Applications are being accepted on a continuous basis until the positions are filled. Must apply online at <http://www.torranceca.gov/523.htm>.

WHAT HAPPENS NEXT?

Candidates who best demonstrate that their training and experience meet the City's need will be invited to the examination process. This will consist of the following:

- Written Exam (weighted 40%)
- Oral Exam (weighted 60%)

The test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current status.

SPECIAL NOTES

*If you have inquiries regarding this position, you may e-mail Craig Bilezerian, Deputy Public Works Director/City Engineer at CBilezerian@TorranceCA.Gov. Visit our website's "Human Resources" link at www.TorranceCA.Gov for more details on Benefits pertinent to this position covered under the *Engineers* group. For a comprehensive list of duties click "Job Description" for this title.



**CITY OF TORRANCE
PUBLIC WORKS INSPECTOR/CAPITAL PROJECTS
SUPPLEMENTAL APPLICATION
(Job Code 14023523)**

1. Amount of full-time (40 hour/week and paid) experience in engineering/public works inspection work
(Note: you will need to demonstrate your experience in the job history section of the application).

☐ less than 3 years

☐ 4-5 years

☐ 3 Years

☐ over 5 years

2. Have you taken vocational/college coursework related to the public works inspection field?

Yes ☐ No ☐

2a. If yes, the please describe the courses you have taken.

3. Do you possess and maintain a current and valid class C California driver's license?

Yes ☐ No ☐

3a. If yes, what is your CA DL #:

4. Do you possess and maintain a current certification as Certified Qualified Storm Water Pollution Prevention Plan (SWPPP) Practitioner (QSP)?

Yes ☐ No ☐

5. Do you have a high school diploma or equivalent?

Yes ☐ No ☐

6. This public works inspector job requires detailed and accurate writing skills to capture information on daily work reports related to construction activity. Please describe your experience and/or protocol when writing daily work reports for construction activity.

7. Please describe your knowledge and experience with evaluating and/or inspecting traffic control related to lane closures on major streets. What items and issues do you look for to determine a compliant or non-compliant lane closure? What do you do if you discover a non-compliant lane closure?
8. Have you ever performed construction inspection on a project funded with federal and/or state grant funds? If so, what specific duties did you perform to ensure you complied with federal and/or state requirements.
9. Please describe your experience with interacting with members of the public.
10. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.
Yes ☐ No ☐